Upstream Academy Application Process
Frequently Asked Questions

What is the Upstream Academy?

The **Upstream Prevention Academy**, hosted by Prevent Child Abuse Kentucky (PCAK), will allow at least one person from each Kentucky county to be trained in the latest child abuse and neglect prevention messaging and strategies. After successful completion of the Academy, members will be required to provide presentations and trainings on evidence-based and evidence-informed curricula in their local communities. Individuals who are accepted into the Academy will receive technical assistance and access to training curricula, marketing materials, educational tools, and will have access to sample presentations and more. Individuals not representing an employer will be compensated for their time, and all members will be compensated for their travel and lodging.

Why should I be interested?

We know one of the keys to child abuse prevention is the continuous offering of educational and promotional information to concerned citizens. You can help prevent child abuse and neglect by sharing your time and talents with PCAK by agreeing to become an Upstream Academy Member and provide trainings and presentations within your community.

In exchange for your time, you will:

- Be compensated. All members will receive a stipend to cover their travel, meals, and time! For additional information, see elsewhere in the FAQ document.
- Be featured on the PCAK website as a certified Upstream Academy trainer.
- Have the opportunity to network with other Academy Members who can help advance your professional development.

www.pcaky.org
859.225.8879
2265 Harrodsburg Road
Ste. 200
Lexington, KY 40504
@pcaky
@preventchildabuseKY
@pcaky

What are the training topics?

Training topics currently offered include four of the most requested topics among PCAK's offerings. As the Academy grows additional topics will be offered.

- Lean On Me Kentucky
- "*Are They Good for Your Kids?*" A Child Sexual Abuse Prevention Curricula
- Community Approach to Preventing Child Abuse and Neglect
- Community Approach to Preventing Abusive Head Trauma and Promoting Safe Sleep Practices

How do I become an Upstream Academy Member?

Please note: each of the items below are included on the application form. The information included in this section is provided merely as a snapshot of the application process to help you determine your interest and eligibility.

First, make sure you meet the requirements.

- Upstream Academy Members **must** be able to attend all required orientation, technical assistance, and in-person sessions. Each session will be offered two times and will be scheduled well in advance. Dates can be seen elsewhere in the FAQ.
- Members must have demonstrated experience in hosting and providing trainings and presentations.
- If employed, members must submit a letter of recommendation from their employer indicating the employer understands the time and commitment necessary to graduate and fulfill all membership expectations.
- Members must have a valid Kentucky Driver's License, reliable transportation, ability to lift at least 15 pounds, technology needed to participate in virtual meetings, technology required to provide trainings and presentations, and prior experience of successfully utilizing such technology.
- Members must undergo a criminal background and child abuse and neglect registry check. These background checks will be provided at no cost to the applicant.
- Members must be able to learn and teach difficult subject matter related to all forms of child abuse and neglect.
- Members must be at least 21 years old and be a resident of Kentucky.

How do I become an Upstream Academy Member? *(continued)*

Second, prepare your application.

It is suggested you read the following application requirements and prepare all documents before starting the application process, including discussing the time commitment with your employer and preparing all documents and references. The following information and documents are required.

- Social media handles for personal accounts.
- Letter of recommendation from an immediate supervisor on company letterhead with original signature. If you are participating in the Upstream Prevention Academy during worktime, the letter must include a statement from your supervisor indicating their awareness of the time commitment required to participate. If self-employed or retired, please provide a letter of reference from a past employer or community partner.
- Contact information for immediate supervisor or manager.
- Indication whether honorariums will be paid to you as an individual, your employer, or decision to decline stipend/honorariums.
- Brief explanation of training and presentation experience. The explanation must include the types of trainings or presentations provided and description of audience (audience size, demographics, etc.).
- Two professional references who can attest to your training or presentation experiences. These references should be separate from those required of your immediate supervisor, if employed.
- Resume outlining work history and experiences that showcases abilities to become an Upstream Academy Member.
- Supplemental materials (not required). This can include evaluation summaries from trainings provided. A maximum of three letters of support or supplemental items can be uploaded (this does not include your resume; it counts as a separate upload in the application).
- Explanation of why you want to become a Member of the Upstream Academy. Limited to 150 words or less.
- Summary of strategies you have previously used to engage participants and ensure they are actively involved in the learning experience. Limited to 150 words or less.
- You will need to select which dates you plan to attend all virtual and in-person Academy Sessions. These dates are listed further on in the FAQ.

How do I become an Upstream Academy Member? *(continued)*

Third, save the dates you selected during the application process.

Fourth, apply online via the following link or QR code (right). The application process will take approximately 30 minutes.

- Link: https://www.surveymonkey.com/r/UAA2025

Upon receipt of a complete application, and clearance to proceed to the next round, the selection committee will forward appropriate materials to DPJ Consulting to conduct background checks. DPJ Consulting will notify you of next steps to complete the background check process. Background checks will be conducted at no cost to the Upstream Academy applicant.

Once the background check process is complete, a PCAK staff member will notify you of your final acceptance.

What is the timeline for this process?

January 29, 2025- Applications open.
April 11,2025- Application window closes.
April 1, 2025- April 15, 2025- All applicants are notified of the status of their application.
April 22, 2025- Applicant MOU agreements due.

What are the required dates of Academy Members?

Each required session will include two options for attendance. You will only be required to attend **one** session within each of the four categories below.

Session Title	Option 1	Option 2
Virtual Academy Orientation	May 1, 2025	May 6, 2025
Virtual Technical Assistance: Session 1	June 4, 2025	July 16, 2025
Virtual Technical Assistance: Session 2	August 7, 2025	August 19, 2025
In-person Academy and Graduation	October 20-21, 2025 in Bowling Green	November 13-14 in Lexington

Will I be compensated for my participation?

Academy members living within state travel regulation guidelines will receive free lodging to the in-person academy. Mileage will also be reimbursed after the in-person academy using state travel regulations. Each Academy Member will receive a $2,000 stipend for their time. Stipends or honorariums will be provided in increments based upon the below requirements.

What are the requirements for becoming an Upstream Academy Member?

After being accepted into the Upstream Academy, you will be required to sign an agreement of understanding that includes the following deliverables.

- You agree to provide at least five trainings within one year of being trained as an Upstream Academy Member.
- You agree to provide documentation to PCAK of these trainings, by submitting required information on a form provided to you by PCAK.
- You will adhere to Best Practice Communications Strategies outlined in the "**From Data to Action Checklist**".
- You agree to **not** alter any presentation and training materials without PCAK's written consent.
- Guidelines will be established for use of all Upstream Academy materials and logos. You agree to use all materials and logos according to the established guidelines.
- You agree to attend all virtual and in-person orientation and training sessions.
- After graduation from the Academy, you agree to attend at least four virtual technical assistance sessions a year. These will be offered monthly.
- You give PCAK consent to use your images and positive training evaluation results in publications, media, and other avenues.
- You give PCAK consent to post your photo on the PCAK website and to provide publishable contact information that will also be included on the PCAK website.
- You agree to provide the already established training evaluations at the conclusion of each Upstream Academy training conducted.

Please note:

Upon acceptance as an Academy member, your membership is nontransferable.
PCAK reserves the right to revoke Academy membership at any time.
Applying to the Academy does not guarantee acceptance.

Funding for this project provided by the passes of HB1 in the 2024 Kentucky General Assembly.

www.pcaky.org
859.225.8879
2265 Harrodsburg Road
Ste. 200
Lexington, KY 40504
@pcaky
@preventchildabuseKY
@pcaky